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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

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DATE: 13 July 1956

FROM : Chief, Plans &amp; Policy Staff

SUBJECT: Weekly Activities Report #28

I. SIGNIFICANT ITEMS: NoneII. OTHER ITEMS:

1. All comments on proposed  Entrance-on-Duty Training, have been received except those of the DD/P. Those components whose comments have been received concur generally in the regulation as drafted by OTR. The status of this regulation has been drawn to the attention of the ADD/S. 25X1
2. The OTR participation in  to be held 20 to 26 July by all government agencies has been approved by the DTR. Administrative arrangements for the exodus of those OTR persons concerned with the problem have been completed. 25X1
3.  25X1
4. The OTR Notice, a poster for Agency bulletin boards carrying information of non-classified OTR courses, has been approved by the Office of Security and Office of Personnel and the Management Staff. The first Notice is now at the printers and will be placed on the bulletin boards this month.
5. The DD/P Training requirements, originally due in OTR on 15 April, have been received only in "unofficial estimate" form. The DD/P Training Officer promised "official" estimates this week, but they were not received.
6. The draft of Agency Regulation  which will replace the present Agency Notice  defining the Agency 5% policy, has been reviewed and rewritten by the Special Assistant to the DD/S,  who is now seeking concurrences of the various Agency components. In the interim, Agency Notice 25X1 25X1 25X1

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[ ] is being published to rescind paragraph 3. of the previous notice which required T/O adjustments under this policy. A form has been approved by the Forms Control Group for the reporting of training under this regulation; its use by the components will be voluntary.

7.

[ ]

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8. [ ] attended the regular meeting of the Clandestine Services Training Committee on 10 July. The agenda of the meeting included the following items:

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- a. The paper on the use of [ ] is still in the process of coordination in the DD/P. The Committee expects to wrap up the comments on this subject within the next two weeks.
- b. The Committee recommended that the matter of briefing of personnel and administrative officers assigned to field posts by CTR be taken up with the DD/S Training Officer.
- c. The Training Committee subscribed to the concept of additional tradecraft training for clerks and stenographers being sent to small stations. It was suggested that these personnel be given training in finance as well.
- d. On an interim basis, the Chairman of the Committee reported there is no change in the area divisions requirements for instructor personnel from OTR from that number projected in the overall requirements projects.
- e. With reference to the meeting to discuss the new School of International Communism and the USSR mentioned in the DTR's covering memo on this subject, the question was raised as to when this meeting would be called and who would be invited to attend.
- f. The Committee raised the question as to the general applicability of the Basic Management and Basic Supervision courses to DD/P needs.

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